

## Suggested template for Significance Assessment reports

A Significance Assessment should lead to a report that provides sufficient information to enable collection management priorities to be established, and include significance statements that clearly identify the history, themes, importance, meaning and value of the collection. If you intend to apply for future CHG grants, you will be required to submit the SA report with your application.

CHG recommends that the report should contain the following content:

- **Title page**  
**Include:**
  - Name of organisation and collection**
  - Author's name**
  - Company name (if applicable)**
  - Date of publication.**
- **Contents page**  
**List major sections of the report with page numbers.**  
**PART I**
- **Executive Summary (1-2 pages)**  
A brief summary of statement of significance.  
Short, medium and long term collection management and interpretation/exhibition impacts.
- **Description of process undertaken to assess and produce the report (the methodology)**
  - Consultation with owners of the collection
  - Collection research in consultation with owners
  - Use of object files
  - Contact with other similar collections to identify comparative collections
  - Number of visits to the collection to work on the assessment and understand the collection.
- **Summary description of the organisation and its collection (Approximately 300 words)**
- **History and significance of the organisation and its collection (1-20 pages)**
  - History of the collection (include captioned illustrations of key items)
  - Relationship between the building and its contents, ie, the moveable heritage (if relevant)
  - Community comments
  - Condition of the collection
  - Comparative collections
  - Statement of significance for the entire collection - include reference to the most significant items (1-2 pages).
- **Key recommendations**  
**Some examples (ensure recommendations are listed in priority order):**
  - Key items in the collection are rotated through displays
  - To assist with further conservation of the collection, funding should be sought from granting bodies
  - Develop training programs for volunteers. Topics might include significance training, care and handling of cultural materials

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- Develop a database for the moveable parts of the collection - include digital photographs and a good description of each item
  - Establish object files for items in the collection
  - Commission a conservation management plan for the building housing the collection
  - Physically number items to improve tracking of collection.
- **PART II**
  - **Detailed assessment of the most significant items in the collection**
    - Brief description
    - History and provenance
    - Community recollections
    - Context of use
    - Type of material, manufacture and condition
    - Comparative examples
    - Statement of significance for the most significant items in the collection
    - References.

*This report outline is based on an SA for a collection of approximately 600 documents and artefacts, prepared by Kylie Winkworth, Museum Consultant, in August 2006, amended by Roslyn Russell in September 2008.*